



# Responsible Use Policy

7301 Sardis Road | Charlotte, NC 28270 | 704-366-5657 | [www.charlottechristian.com](http://www.charlottechristian.com)

## PURPOSE

Charlotte Christian School's intention for publishing a Responsible Use Policy is not to impose restrictions that are contrary to the established culture of spiritual maturity, trust, and integrity. The purpose of this policy is to outline the acceptable use of Charlotte Christian School information technology resources for the protection of all parties involved.

## SCOPE

This policy applies to all faculty, staff, and students at Charlotte Christian School. Volunteers using school equipment to complete school-related activities are also covered by this policy. These guidelines also apply to any and all use of Charlotte Christian School information technology resources, including but not limited to the following: computer systems, mobile devices, e-mail, network resources, and internet connections.

## ELECTRONIC COMMUNICATION

Use of Charlotte Christian School's electronic communications is permitted as long as:

1. such usage does not negatively impact the Charlotte Christian School computer network and,
2. such usage does not negatively impact parties involved.

The following is never permitted: spamming, harassment, communicating threats, solicitations, chain letters, or pyramid schemes. This list is not exhaustive but is included to provide a frame of reference for the types of activities that are prohibited.

- The user is prohibited from forging email header information or attempting to impersonate another person.
- Email is an insecure method of communication, and thus information that is considered confidential or proprietary should not be sent via email without encryption.
- It is Charlotte Christian School policy not to open email attachments sent from unknown users or when such attachments are unexpected. If in doubt...don't.
- Email systems are not designed to transfer large files and as such emails should not contain attachments of excessive file size. Use Google Docs, Dropbox, etc. for sending large files.
- Access to social media is prohibited on all school-owned devices and from school-provided accounts. In addition, Charlotte Christian School material (including logos) is prohibited from being used in private accounts. Any references to school functions posted under private accounts must include a disclaimer that it is not affiliated with the school.
- Photos, video and/or sound recording, during class time without teacher/administration permission is prohibited.

## EMAIL AND DIGITAL COMMUNICATION EXPECTATIONS

Please observe the following etiquette for all email and other digital communication

- Be polite. Do not use abusive, offensive or inappropriate language.
- Online etiquette should be observed. Only send messages that one would say verbally to the recipient.
- Students who receive harassing or threatening messages should notify a faculty or staff member immediately.
- Mailing lists are for school use only. Student use of email lists is not permitted without the approval of the school administration.

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- The use of email in class without teacher permission is strictly prohibited.
- Bulk emails are prohibited.
- Never include personal information such as home address or phone number.
- Attempts to read, delete, copy or alter email of other users are prohibited.
- School email addresses are not to be given to any website, company or third party without the permission of school administration.

## ARTIFICIAL INTELLIGENCE

Generative AI tools may not be used for the following purposes:

- Academic dishonesty: Generative AI tools may not be used to plagiarize work, cheat on assignments, or fabricate data. For example, students may not use generative AI to generate essays, code, or other assignments that they then submit as their own work.
- Creating harmful or offensive content: Generative AI tools may not be used to create content that is harmful or offensive to others. This includes hate speech, bullying, cyberbullying, and any other content that violates the school's code of conduct.
- Violating the privacy of others: Generative AI tools may not be used to violate the privacy of others. This includes using generative AI to generate content that identifies or exploits individuals without their consent.
- Engaging in other prohibited activities: Generative AI tools may not be used to engage in any other activity that is prohibited by the school's code of conduct. For example, students may not use generative AI to hack into school computer systems or to spread malware.

## CONFIDENTIALITY

Confidential data including username and passwords must not be shared or disclosed in any manner, posted on the internet or any publicly accessible systems, or transferred in any insecure manner. It is dangerous to disseminate personal information such as full name, date of birth, address, etc. in an online setting.

## NETWORK ACCESS

Network access is a privilege and not a right. Users should only access network resources that are applicable to them. Existence of access capabilities does not imply permission to use this access. Charlotte Christian School is not responsible for data loss on network devices.

## UNACCEPTABLE USE

The following shall constitute unacceptable use of Charlotte Christian Information Technology resources. The user may not:

- Engage in any activity that is illegal under applicable laws.
- Faculty, staff, and students may not use a personal computer on campus for school related work.
- Engage in any activity that may cause embarrassment, loss of reputation or other harm to Charlotte Christian School.
- Disseminate defamatory, discriminatory, sexist, racist, rude, annoying, insulting, threatening, obscene, or otherwise inappropriate messages or media. All such instances should be reported to a faculty or staff member immediately.

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- Engage in activities that cause disruption of the learning environment.
- Perform any of the following: port scanning, security scanning, network sniffing, keystroke logging or other IT information gathering techniques when not part of the employee's job function.
- Install or distribute unapproved, unlicensed or "pirated" software.
- Engage in activities that could harm the network or IT devices.
- Play executable computer games.
- Students are not to use another person's credentials to gain access to the Charlotte Christian School network, internet, another user's files, or to impersonate another user.

## WEB BROWSING

The internet is a collection of interconnected computers that is dynamic. The user should recognize that all information is public domain and the user can inadvertently come into contact with information that some users could find offensive. While Charlotte Christian School filters internet information using constantly updating software, it is impossible to block/filter all offensive sites. Users then must understand that they are using this resource at their own risk. Users should take reasonable safeguards when using the internet and also recognize that not all information is accurate and Charlotte Christian School is not responsible for the quality or validity of information accessed. If a user inadvertently accesses obscene or objectionable material, the user should immediately notify a faculty/staff member and the director of technology and innovation so that the material can be blocked from further access.

## COPYRIGHTED MATERIAL

The Charlotte Christian School IT resources must not be used to download, upload or otherwise handle illegal and/or unauthorized copyrighted content.

## PEER-TO-PEER FILE SHARING

Peer-to-peer networking (Including, but not limited to Airdrop) is prohibited on Charlotte Christian School's network and devices unless authorized by a teacher for a specific file transfer.

## DISTANCE LEARNING / VIRTUAL CLASSROOMS

Distance learning is considered an extension of our main campus and is used as a tool to enhance learning. When meeting with teachers and other peers in a virtual environment, students are expected to adhere to all CCS policies. Normal classroom and responsible use policies apply both on campus and in virtual meetings and classrooms. Participation of all users (students and guests) in a virtual meeting is at the sole discretion of the teacher host. Any disruption to a video conference class or meeting is prohibited.

## EXPECTATION OF PRIVACY

Users should expect no privacy when using Charlotte Christian School's network. Such use may include, but is not limited to, transmission and storage of files, data, and messages. Charlotte Christian School reserves the right to monitor any and all use of the network. To ensure compliance, this may include the interception and review of any emails, or other messages sent or received as well as the inspection of data stored on personal file directories, hard disks and removable media.

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## DEVICE SECURITY

- Students must receive prior permission before borrowing any device or accessories. Failure to comply will be considered theft and the student will be referred to the administration for disciplinary action.
- Students are responsible for their computing device and accessories including but not limited to chargers and batteries.
- Student computing devices should not be left unattended at any time. Devices that are not being monitored by the student should be secured in an appropriate manner.
- Users are responsible for backing up their own data. Lost or damaged data is not the responsibility of Charlotte Christian School or the Technology and Innovation Department.

## CIRCUMVENTION OF SECURITY

Using IT systems to circumvent security systems, authentication systems, user-based systems, or escalating privileges is expressly prohibited. Knowingly taking any actions to bypass or circumvent content filters or security is also expressly prohibited. If an individual becomes aware of such activities, the individual should immediately alert a faculty or staff member who will then notify the Technology and Innovation Department.

## SOFTWARE INSTALLATION

In an effort to limit security threats such as malware, spyware, trojans, etc. only Charlotte Christian School-approved software may be installed on systems. Installing unapproved personal items/software is considered irresponsible and unacceptable use. ALL software installed must be approved by the Charlotte Christian School Technology and Innovation Department.

## ILLEGAL ACTIVITIES

No Charlotte Christian School IT system may be knowingly used for activities considered illegal under local, state, federal, international or other applicable laws. Such actions may include but are not limited to:

- Unauthorized port scanning
- Unauthorized network hacking
- Unauthorized packet sniffing
- Unauthorized packet spoofing
- Unauthorized wireless hacking
- Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a system
- Acts of terrorism
- Identity theft
- Spying
- Downloading, storing or distributing violent, lewd, perverse, obscene or offensive material
- Downloading, storing or distributing copyrighted material



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## **ENFORCEMENT**

Violations may result in disciplinary action including but not limited to suspension, restriction of access, expulsion, or termination as determined by school administration.

## **DIGITAL EDUCATIONAL ENVIRONMENT AGREEMENT**

Charlotte Christian School utilizes the internet and a variety of online tools that enable students and teachers to teach, to learn, and to collaborate in a digital educational environment. In addition to Google Apps for Education, Canvas, and SeeSaw; other educational websites, applications, and virtual conferencing platforms are used to enhance learning. All provisioned accounts will be created and maintained by the school. In compliance with the Responsible Use Policy as well as the federal laws listed below, Charlotte Christian School reserves the right to supervise, filter, and monitor school-issued student accounts and online activity.

## **CHILD INTERNET PROTECTION ACT (CIPA)**

Charlotte Christian School is required by CIPA to have technology measures and policies in place that protect students from harmful materials. Therefore, Charlotte Christian School will filter content from inappropriate websites and will monitor student data and productivity and will operate in full compliance of CIPA.

## **CHILDREN'S ONLINE PRIVACY PROTECTION (COPPA)**

COPPA limits the abilities of commercial companies from collecting personal information from children under the age of 13. Therefore, Charlotte Christian School will create all student accounts, disable advertising for all users, and will not allow any personal student information to be collected for commercial use.



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## Updated as of April 5, 2024

I have read, understand, and agree to abide by the terms of Charlotte Christian School Responsible Use Policy and access to school supported electronic information, services and networks for the student's access to the school computer network and/or the internet. Should I commit any violation or in any way misuse my access to the school's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken. Should any violation or misuse of my school issued device occur while in my possession, I understand and agree that I may lose access to the device and may be responsible for the repair or replacement cost. I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under the Responsible Use Policy. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher, administrator, or member of the technology and innovation department.

Student's Name (Print): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent above named-student, I have read, understand, and agree to abide by the terms of Charlotte Christian School Responsible Use Policy and access to school supported electronic information, services and networks for the student's access to the school computer network and/or the internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this agreement and agree to indemnify and hold harmless the school, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the school's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the school-approved account to access the school's computer network and the Internet. As the parent of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses or damages the device. I understand that if any violation or misuse of the device occurs while it is in my child's possession, his/her access privileges to the Internet or use of a mobile computing device can be suspended or terminated, and that he/she may face other disciplinary measures. I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

Parent's Name (Print): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_